

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
March 17, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday March 17, 2016 at 6:05 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

**COMMISSIONERS PRESENT:** Chairman Lapp, Secretary Iselin, Commissioner Heck, Commissioner Merten and Manager Eileen Olson. Vice Chairman Stubley was excused.

Minutes from the regular monthly meeting held February 10, 2016, were reviewed and approved as written with a motion by Merten, seconded by Heck, and carried unanimously.

**FINANCIAL REPORT:** Reserve Account balances as of February 29, 2016. (See statement balance sheet). Manager Olson voiced concern that our deposit accounts at BMO Harris exceeded the FDIC limits. Chairman Lapp questioned whether governmental entities follow different limits. The board discussed investing \$100,000 into an investment vehicle with a better rate of return. Manager Olson will continue to look at rates.

**OCCUPANCY REPORT:**

Manager Olson reported 58 on the waiting list for 1 bedroom units and 7 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

Focus on Energy-125 LED bulbs were purchased for the common areas. Manager Olson is continuing to search for the best option for the exterior lights.

Ketter's Flooring examined the hard surface flooring in Unit 229. He observed the surface was delaminating in the traffic lane on the 5 month old surface due to flexing of the material. He located the project specs for the MRP flooring, and felt the problem stemmed from the floor not being leveled before putting down the laminate. This has been repaired by WMC and Pueblo Flooring as a warranty issue with no cost to RM.

WPI Communications received the software needed to troubleshoot the problems with the entry access system. Their technician was unable to get the software to work on his first visit due to missing updates and will return when he resolves the issue.

Our current LGPIF property insurance rates are increasing by 45% to \$16,845 for our May 2016-2017 renewal. Manager Olson received quotes from State Farm, Zarek Insurance and Mays Insurance for other carriers. Manager Olson will request a comparison of the two lowest quoted policies to our current policy so that an informed decision can be made at our April meeting.